

News & Notes

LADDER REQUIREMENTS

When using a ladder consider the following:

Loads

➤ Self-supporting (foldout) and non-self-supporting (leaning) portable ladders must be able to support at least 4 times the maximum intended load, except extra-heavy-duty metal or plastic ladders, which must be able to sustain 3.3 times the maximum intended load.

Rungs

➤ Ladder rungs, cleats, or steps must be parallel, level, and uniformly spaced when the ladder is in position for use. Rungs must be spaced between 10 and 14 inches apart.
➤ For extension trestle ladders, the spacing must be 8 to 18 inches for the base, and 6 to 12 inches on the extension section.
➤ Rungs must be shaped so that your feet can't slide off, and must be skid-resistant.

Slip Prevention

➤ Ladders are to be kept free of oil, grease, wet paint, and other slipping hazards.
➤ Wood ladders can't be coated with any opaque covering, except identification or warning labels on one face of a side rail.

Other Requirements

➤ Foldout or stepladders must have metal spreaders or locking devices to hold the front and back sections in an open position when in use.
➤ When two or more ladders are used to reach a work area, they must be offset with a landing or platform between the ladders.
➤ The area around the top and bottom of ladders must be kept clear.
➤ Two ladders can't be joined together to provide longer sections, unless they are designed to be safely joined together.



"Are you crazy? That's not our corporate typeface!"

Riddles of the Month

- 1). What do you call a foreign ant?
- 2). What do you call nervous insects?
- 3). What is worse than a giraffe with a sore throat?
- 4). The more you take away from it the larger it becomes. The more you add to it, the smaller it becomes.

Answers on page 2 Safety Bits & Pieces

Safety Matters



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Going Up?

Decide the safe choice in each situation

Check your answers and always choose the safe way to use ladders.

1. One of the spreaders on Jim's stepladder is broken. He decides to use the ladder anyway. Is this a safe or an unsafe decision?

- a. Safe b. Unsafe

Why? _____

2. Carol has to get on her garage roof. The garage wall is 10 feet high. She extends the top of the ladder about 1 foot above the wall and positions the base 1 foot from the wall. Safe or unsafe setup?

- a. Safe b. Unsafe

Why? _____

3. Janet is having trouble reaching some reams of paper way to her left on the highest shelf in the supply room. So she steps up onto the top step of the stepladder and reaches way out as far as she can. Safe or unsafe thing to do?

- a. Safe b. Unsafe

Why? _____

4. Larry decides to carry all his equipment up the ladder with him, which means one hand is completely full and he only has a couple of unoccupied fingers on the other hand to hold on to the rails of the ladder. Safe or unsafe way to climb a ladder?

- a. Safe b. Unsafe

Why? _____

Answers:

- (1) b. Never use a stepladder with even one broken spreader. The ladder won't be properly braced.
- (2) b. The top of the ladder should extend 3 feet beyond the top of the wall. The base of the ladder should be 1 foot from the wall for every 4 feet of height from the base to the support point—in this case, 2 1/2 feet (10 divided by 4).
- (3) b. Standing on the top step of a stepladder is dangerous. Furthermore, over-reaching is one of the leading causes of falls from ladders.
- (4) b. Always keep your hands free to hold on to the rails of a ladder while climbing. Use a tool belt or haul up equipment later.

Safety Tip of the Month

You ALWAYS have the choice to open your door when someone rings or knocks. Once you have opened it, though, you may not have the choice of closing it easily if you have a problem. Instead of habitually opening your door when someone is there, THINK FIRST and open the door only when you are sure you want the person on the other side of the door to be able to come inside of your home.

Safety Bits & Pieces

FACTS ABOUT WORKPLACE SAFETY

According to OSHA and the Bureau of Labor Statistics there are more than 6 million workplaces and 93 million workers in this country. On a typical workday:

- 17 workers are killed on the job by traumatic injuries
- 137 more workers die of occupationally-related illnesses
- 17,138 workers are injured

Annually, over 4 million U.S. workers suffer work-related injuries or illnesses. Among the most common injuries are:

- Sprains, strains, and tears (427,740)
- Injuries to the back (250,870)
- Falls (234,450)

Over 5,000 employees die every year as a result of their work-related injuries or illnesses. Over 1,000 of those deaths are the result of highway accidents. And nearly 1,000 are the result of falls.

June is **National Safety Month**. Let's all pledge this month to work more safely and do everything we can to prevent accidents in our workplace.

DON'T WAIT FOR AN ACCIDENT!

Safety is about awareness and knowledge. Knowledge gives you the power to prevent accidents. One of the best ways to keep informed about ever-changing work conditions is to perform daily safety inspections. Don't wait for an accident to find out about a hazard that could and should have been corrected. Inspect your workstation, work area, PPE (Personal Protective Equipment), tools, equipment, and materials before each job.

FAST AND EFFECTIVE FIRST AID

Some medical emergencies are life threatening. Others are comparatively minor. That's why you need to know about something called a "primary survey" and something else called a "secondary survey."

✦ A **primary survey** is for life-threatening injuries. It involves checking the airway and breathing. In other words, can the victim get air into his lungs, and is he or she actually breathing? If the answer is no, begin cardiopulmonary resuscitation (CPR). Also look for heavy bleeding or shock.

✦ A **secondary survey** is for other medical and injury-related problems. During a secondary survey, check for vital signs, do a quick head-to-toe check, ask the victim about the accident and other medical problems he or she may have, and apply necessary first aid.

RIDDLES OF THE MONTH ANSWERS

- 1). Import-ant
- 2). Jitterbugs
- 3). A centipede with sore feet.
- 4). A hole

Ladder Logic

Don't risk a fall!

More than 164,000 Americans end up in emergency rooms for ladder-related injuries every year, says the U.S. Consumer Product Safety Commission (CPSC).

To prevent ladder injuries, CPSC recommends:

- ⇒ **Use a ladder that is the right length for the job.** Straight, single, and extension ladders should extend 3 feet over the roofline or working surface.
- ⇒ **Don't stand on the three top rungs of a straight, single, or extension ladder,** or the top two steps of a stepladder.
- ⇒ **Set the base of straight, single, or extension ladders 1 foot out from the wall** for every 4 feet in height.
- ⇒ **Ensure locks on extension ladders and braces on stepladders are engaged.**
- ⇒ **Make sure the ground under the ladder is level and firm.** If not, place large flat wooden boards under the ladder to level it.
- ⇒ **Have a helper hold the bottom of the ladder.**
- ⇒ **Don't place a ladder in front of a door that isn't locked, blocked, or guarded.**
- ⇒ **Keep your body centered** between the rails of the ladder at all times. Don't lean too far to either side while working.
- ⇒ **Don't use a ladder for any purpose other than that for which it was intended.** For example, don't try to create a scaffold out of two stepladders with an extension ladder stretched between the two as a work platform.

Quotation of the Month

My mother drew a distinction between achievement and success.

She said that 'achievement is the knowledge that you have studied and worked hard and done the best that is in you. Success is being praised by others, and that's nice, too, but not as important or satisfying. Always aim for achievement and forget about success.'

Helen Hayes (US Actress 1900-93)

On the Lighter Side...

A medieval knight and his men returned to the castle after a hard day's fighting. The knight informed the king: "Your majesty, we have been robbing and pillaging on your behalf all day, burning the villages of your enemies in the north."

The king looked perplexed. "But I don't have any enemies in the north." "Ah," replied the knight, realizing his blunder. "I fear that you do now."

How Safe Are You?

Rate your safety performance on the job

More than you may think, your safety on the job depends on you.

Do you always:

- Pay attention to safety training and apply what you learn to your job? **YES NO**
- Ask about any workplace safety issues you don't understand? **YES NO**
- Keep alert for anything that could go wrong while you work? **YES NO**
- Focus all your attention on the job and avoid distractions? **YES NO**
- Take precautions and use assigned personal protective equipment? **YES NO**
- Make suggestions when you have ideas about how to improve safety? **YES NO**
- Refrain from fooling around and discourage others from doing so? **YES NO**
- Look out for co-workers' safety as well as your own? **YES NO**
- Express your concern when you see a co-worker taking risks? **YES NO**
- Follow safety rules and obey safety signs? **YES NO**
- Report safety hazards you can't safely correct yourself? **YES NO**

How did you rate?

To stay safe and prevent accidents, you need to be able to say "yes" to every one of those questions. If you had to admit to some "no's," you could be putting yourself in danger. Please put safety first on the job from today onward. We need everybody to pitch in and work together to prevent accidents and injuries.